

Public Safety Branch
Police Group
Police Administration Series

POLICE ASSISTANT CHIEF

06/04 (JAS)

General Purpose:

Under general direction, as an assistant department head, manage executive coordination of public safety and allied administrative strategies, policies and functions of an assigned police department office, and otherwise assist the Police Chief in exercising command of police department personnel, buildings and equipment to protect lives and property, and preserve public order as required.

Typical Duties:

Plan, develop, organize, implement, direct and control of department operations or administration and support through the subordinate command structure to enforce and comply with established federal, state and local public safety ordinances, rules and regulations. Involves: Participate in establishing long and short term department objectives and priorities for programs contributing to realization of City strategic public safety goals, and monitoring and evaluation of progress and results. Assist in evaluating current, and formulating new operational and administrative policies and procedures. Confer with subordinate staff to maintain awareness of major crimes or incidents, to solve operational and administrative problems, and to review and approve suggested changes as necessary. Oversee internal studies or arrange for research on emerging designated public safety issues to identify opportunities for improved delivery of community police services and internal operating efficiency, and assess validity and reliability of findings to determine needs to create or revise methods and standards such as for assigned uniformed policing, investigations, tactical response, communications, community relations, law enforcement education, disaster preparedness, emergency response, evidence control or other support systems. Assist in advising City Council, the Mayor and City administration regarding public safety issues by making staff presentations.

Act on behalf of or as department head as requested or in the absence of the Police Chief to maintain continuity of normal department functions, if delegated. Involves: Represent the department at various meetings and conferences and interact with a variety of other jurisdictions' officials, Civil Service Commission, regulatory agencies, other department directors, union officials, boards or committees, employees, and the public, individually or in groups, to advise them on the law, and department policy and regulations, to respond to requests for and interpretations of information, and to resolve sensitive and complex inquiries and complaints as authorized. Direct cooperation with county, state and federal law enforcement agencies to apprehend and detain wanted persons and criminals, recover stolen property and in other matters of mutual interest. Confer with judges and prosecutors concerning application and interpretation of new laws. Participate in review and evaluation of current and new academic and hands-on training methods of police recruits and officers to ensure proper conduct and positive public image of the department, and in planning and designating dates of academies. Coordinate with Human Resources on recruiting and testing applicants.

Plan, develop, organize, implement, direct and control designated aspects of department fiscal and ancillary administration. Involves: Participate in designing, establishing and maintaining organization structure, functions and staffing to effectively accomplish department goals and objectives. Discuss human and material resource needs with subordinate management. Review funding requests and direct preparation of annual region and bureau operating and capital improvement budgets. Monitor and approve purchases, and payroll or other organizational expenditures. Oversee reporting and record keeping of activities, accomplishments and goals, and other support services. Collaborate and integrate activities with other City departments, grant funding agencies and other domestic and foreign government entities to negotiate establishment of programs and to provide assistance or gather information. Write specifications for automotive, communications and other equipment in conjunction with Purchasing. Direct preparation or write administrative and technical reports and papers containing statistical and financial analyses.

Supervise assigned supervisors, officers and civilian staff. Involves: Conduct roll calls and inspections, schedule and assign work. Coordinate shift changes. Issue written and oral instructions. Check work for exactness, neatness, and policy and procedures conformance. Guide subordinates to overcome difficulties encountered in performing duties which includes interpreting department policies and procedures. Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices, and collective bargaining agreement. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendation, discipline and status change. Interview applicants and recommend selection.

Perform related duties as required. Involves: Carry out, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approaches in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when necessary. Maintain normal availability by radio or telephone for

consultation on open cases or emergency call out. Schedule and conduct meetings. Direct or personally maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs. Participate in in-service training for own professional development. Serve on designated committees.

Knowledge, Abilities and Skills:

- Considerable knowledge of modern law enforcement and crime prevention principles and methods that consider cultural differences, including patrol and traffic safety, accident and criminal investigation, and community policing and public relations, as well as City geography and locations of important buildings.
- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational policies, procedures, standards and organization, and limits of its authority together with supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration.
- Ability to comprehend and interpret technical and financial oral, written and mathematical information dealing with complex variables and to remember details of observations of highly complex situations in identifying municipal public safety needs, and evaluating and solving operational or administrative management problems of considerable difficulty that include exercising exceptional judgment and making sound decisions in accordance with rules and regulations when taking appropriate actions to plan, organize, direct and control assigned metropolitan police department functions.
- Ability to establish rapport and maintain effective working and community relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to command the respect of police officers, plan, assign, direct, and inspect work of subordinate supervisors and other personnel, and enforce pertinent rules and agreement terms firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid as first responder to accidents, crime scenes and other emergencies.

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications:

Education and Experience: Equivalent to a combination of an accredited Bachelor's degree in Police, Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus Twelve and one-half (12 1/2) years on progressively responsible experience in police work with the El Paso Police Department including one and one-half (1 1/2) years of service as a Commander or above.

Licenses and Certificates:

- Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.